



United States Department of Commerce
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
NORTHEAST REGION
One Blackburn Drive
Gloucester, MA 01930

February 4, 2004

«CONTACT_NAME»
«COMPANY»
«STREET»
«CITY», «STATE_ABRV» «ZIP»

Dear Processor:

The National Marine Fisheries Service (NMFS) conducts an annual survey of all seafood processors that operate in the United States. Your firm has been identified as participating in this industry. Please take the necessary time to complete the enclosed form and return it in the self-addressed stamped envelope. Return completed reports to the Northeast Fishery Statistics Office, 1 Blackburn Drive, Gloucester, MA 01930.

This is the only comprehensive survey of the U.S. seafood processing industry and is the source of regional and national statistics describing this portion of the industry. Reports generated from these statistics include the NMFS' **"Fisheries of the United States"** and the United Nations Food and Agriculture Organization's yearbook, **"Fishery Statistics-Commodities."** The data you provide are also used for calculating annual United States seafood consumption, for determining the value added margins and consumer expenditures related to commercial fisheries, and in the assessment of the impacts of changes in fishery management plans. The NMFS Trade Office and the International Trade Commission also uses the data in multilateral trade negotiations and tariff studies. Industry trade organizations and members of the industrial and financial communities use the data to make business decisions affecting the fishing and seafood industries.

Please be assured that all information regarding production and employment of individual firms is maintained in a confidential manner pursuant to NOAA Administrative Order 216-100.

For those processors who have dealer or processor permits issued by the Northeast Regional Office (NER) for any of the species listed below, there is a requirement [50 CFR Part 648.7(a)(3)] to complete all sections of this report:

NE Multispecies	Monkfish	Atlantic Herring	Atlantic Sea Scallop
Spiny Dogfish	Summer Flounder	Atlantic Mackerel	Squid
Butterfish	Scup	Atlantic Bluefish	Tilefish
Black Sea Bass	Atlantic Deep-Sea Red Crab	Skate	

Surf clam and ocean quahog processors and dealers must provide the average number of processing plant employees during each month. Additional information describing this industry may be collected through other surveys.

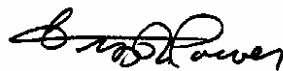
Instructions are provided to assist you in completely and accurately preparing the forms. If you have any questions, please contact the local NMFS – NER field office. This letter, instructions and a blank form are also available on the Fishery Statistics Office web site. Additional information may be obtained through electronic mail to:

Reporting.ne@noaa.gov

Information regarding these reports and uses of the information may be found at the following web sites:

Northeast Fishery Statistics Office	www.nero.nmfs.gov/ro/fso/procprod.htm
NER Dealer/Processor Permitting Requirements	www.nero.nmfs.gov/ro/doc/the648.htm# 1 7
NER Record Keeping and Reporting Requirements	www.nero.nmfs.gov/ro/doc/the648.htm# 1 8
NMFS Office of Science & Technology, Fisheries Statistics & Economics: - Fisheries of the United States - Foreign Trade Information	www.st.nmfs.gov/st1/index.html
United Nations Food and Agriculture Organization	www.fao.org
NOAA Administrative Order 216-100	www.rdc.noaa.gov/~nao/216-100.html

Sincerely,



Gregory R. Power
Chief, Fishery Information Section

Enclosures:

1. Reporting form – NOAA Form 88-13, Annual Fishery Products Report U.S. Processors
2. Reporting instructions
3. Listing of Northeast Fishery Statistics field offices

INSTRUCTIONS FOR COMPLETING THE FORM

1. Check your company name, mailing address, and phone/fax numbers. If your plant address differs from your mail address please fill in the appropriate information. Make any necessary corrections that you find in error.
2. In the upper right hand corner indicate the type of business you operate.
3. In the box to the right of your address is the employment section. Enter by month the number of persons which worked at the establishment during the payroll period that included the 12th of the month. Do not forget to include yourself.
4. Directly beneath the employment section, please print or type the name and telephone number of the person who prepared the report so that we will know who to contact if we have any questions. It is not necessary to sign the form.
5. The next several sections are for processing aspects of the plant. "Processing" means anything done to the product to increase its economic value. This would include, but is not limited to, filleting, steaking, surimi or analog production, shucking, cooking, removing the roe, or otherwise preparing the product. If the products already listed on the form are correct, please fill in the appropriate **finished** product volume and FOB plant values. Plant value is the amount that the processor receives for the finished product. For products finished but not yet sold (still held in inventory), calculate the estimated value using the average price received to date for that product.
6. Processors of canned products, please be sure to include the ounces per can, cans per case, and number of cases instead of weight. If the information is already included on the form, please check it for accuracy.
7. List any **NEW** products in the appropriate section with volume and values. If a product no longer applies, just draw a line through it.
8. We recommend that you make a copy of the completed survey for your files. A pre-addressed envelope is enclosed for your convenience in returning the form to the appropriate office.
9. If you have any questions please call the NMFS - NER field office nearest you. A listing of port offices has been provided with this mailing.

Public reporting burden for this collection is estimated to average 8 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: National Marine Fisheries Service
Fisheries Statistics Division F/RE1
1315 East - West Hwy.
Silver Spring, MD 20910-3226

Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.